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**DATE:** February 9, 2004

**TO:** USPTO – Official Central Fax      **FACSIMILE NO.:** 703-872-9306  
**TELEPHONE:**

**FROM:** Robert W. Holland  
Hamilton & Terrile, LLP

**SUBJECT:** USSN 10/694,157 Preliminary Amendment

This transmittal consists of 4 page(s), including this cover sheet.

**MESSAGE:**

Dear Sir:

Attached is a Preliminary Amendment for entry in the above referenced patent application.

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IN THE UNITED STATES PATENT AND TRADEMARK OFFICE

Applicant(s): Jamic Stephens, John Stockon, John King, Ken Kalinoski  
Assignee: Forgent Networks Inc.  
Title: SYSTEM AND METHOD FOR COLLABORATION RECORDING  
Serial No.: 10/694,157 Filing Date: October 27, 2003  
Examiner: Unknown Group Art Unit: 2153  
Docket No.: FOR03011 Customer No.: 33438

OFFICIAL

Austin, Texas  
February 9, 2004

COMMISSIONER FOR PATENTS  
P.O. Box 1450  
Alexandria, VA 22313-1450

PRELIMINARY AMENDMENT

Dear Sir:

The following Amendments and Remarks are submitted for entry into U.S. Patent Application, Serial No. 10/694,157, filed on October 27, 2003.